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OSS ARCHIVES

DECLASSIFIED
Authority NND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

SECRET

Copy III

Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Office of Chief
WAR DEPARTMENT

STRATEGIC SERVICES UNIT

P E R S O N N E L B R A N C H

BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

Security Division

Personnel Division

Administrative and
Support Division

Signal Division

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DECLASSIFIED
Authority NND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

SECRET
UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)
Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Plans, coordinates and directs all personnel management and security functions for the SSU.

Office of Chief

SECURITY DIVISION

Investigates and
Security of all personnel.

Security Division

facilities for all
stations, equipment and records.

PERSONNEL DIVISION

Recruits and places
all personnel.

Personnel Division

conducts organization
Utilization surveys and studies.

Administers efficiency rating and promotion programs.

Maintains personnel records.

HEADQUARTERS AND
HEADQUARTERS
DETACHMENT

Provides such ad-

Headquarters and
Headquarters
Detachment

data.

Maintains liaison with War Department on matters affecting military personnel.

NAVAL COMMAND

Provides such ad-

Naval Command

efficiency ratings and promotion programs.

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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

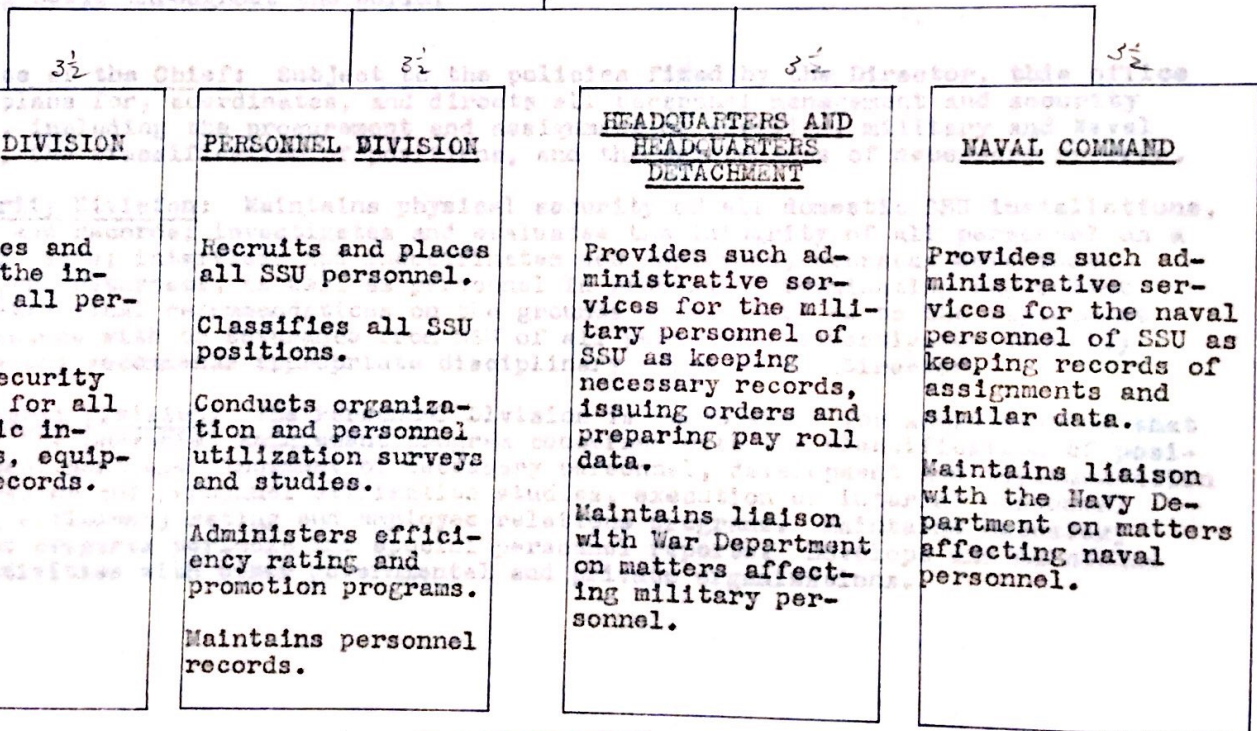
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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)

OFFICE OF CHIEF

Plans, coordinates and directs all personnel management and security functions for the SSU.



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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

Chapter III

SECRET

STRATEGIC SERVICES UNIT PERSONNEL BRANCH

The Personnel Branch consists of (1) an Office of the Chief, (2) a Security Division, (3) a Personnel Division, (4) a Headquarters and Headquarters Detachment and (5) a Naval Command.

This Branch is responsible for all personnel management activities affecting civilian, military and Naval personnel of the SSU; the physical security of all SSU installations within the United States, and for maintaining personnel security on a continuing basis throughout the world.

(1) Office of the Chief: Subject to the policies fixed by the Director, this office develops plans for, coordinates, and directs all personnel management and security functions, including the procurement and assignment of civilian, military and Naval personnel, the classification of positions, and the maintenance of necessary records.

(2) Security Division: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

(3) Personnel Division: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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SECURITY DIVISION

STATEMENT OF JUSTIFICATION
BUDGET ESTIMATES FOR FISCAL YEAR ENDING 30 JUNE 1947

Function: The Security Division was established through General Order No. 10, dated 10 December 1945. It consists of a physical security section and a personnel security section and is responsible for the physical security of installations of SSM within the continental limits of the United States and for obtaining personnel security clearances.

Activities: maintains physical and BUDGET ESTIMATES SSM installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas and PERSONNEL BRANCH returnees, as well as personnel in process of terminating employment at SSM; makes recommendations on the grounds of security as to the employment by, continuance with, SECURITY DIVISION of all personnel; investigates security violations and recommends appropriate disciplinary steps to the Director.

FISCAL YEAR 1947

Coordination: Constant liaison is maintained regarding specific personnel cases with all branches of SSM in the United States and abroad and the Division is also in liaison with the FBI, CSC, DRI, MIA, and other Government Intelligence Agencies.

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SECURITY DIVISION

STATEMENT OF JUSTIFICATION
BUDGET ESTIMATES FOR FISCAL YEAR ENDING 30 JUNE 1947

Function: The Security Division was established through General Order No. 10, dated 10 December 1945. It consists of a physical security section and a personnel security section and is responsible for the physical security of installations of SSU within the continental limits of the United States and for obtaining personnel security clearances.

Activities: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

Coordination: Constant liaison is maintained regarding specific personnel cases with all branches of SSU in the United States and abroad and the Division is also in liaison with the FBI, CSC, ONI, MIS, and other Government Intelligence Agencies.

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EXHIBIT I
(Organizational Chart)

WAR DEPARTMENT
STRATEGIC SERVICES UNIT
SECURITY DIVISION

OFFICE OF
CHIEF

PERSONNEL
SECURITY
SECTION

PHYSICAL
SECURITY
SECTION

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EXHIBIT II
(Functional Chart)

WAR DEPARTMENT
STRATEGIC SERVICES UNIT

SECURITY DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

OFFICE OF THE CHIEF
Plans and supervises operations
of Division.

01. Personal Services

02. Travel 3

3,500

PERSONNEL SECURITY SECTION

03. Communications
Investigates and evaluates suitability of SSU personnel.
04. Maintains liaison with other agencies.
05. Makes recommendations as to employment of, continuance with and severance from SSU on security basis of all personnel. Indoc-
06. trinates personnel along security lines.
07. 08. 09.

None

None

None

None

None

10,000

500

None

None

00. Personal Services and Contracts

None

129,061

PHYSICAL SECURITY SECTION

Enforces and supervises security operations of SSU headquarters and areas within continental U.S.

Issues badges, passes, and other identification to all SSU employees and official visitors.

None

None

None

None

None

None

None

None

None

None

None

None

None

None

None

None

None

None

None

None

TOTAL 151,361

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Office of the Chief: The Office of the Chief of the Division supervises, plans, and administers the operations of the Division.

SUMMARY

	<u>Vouchered Funds</u>	<u>Special Funds</u>
01. Personal Services	108,961	4,300
02. Travel	3,600	None
03. Transportation-Materials	None	None
04. Communications	None	None
05. Rents and Utilities	None	None
06. Printing and Binding	None	None
07. Other Contractual Services	18,000	None
08. Supplies	500	None
09. Equipment	None	None
00. Personal Services and Contracts	None	18,000
	129,061	22,300
		TOTAL 151,361

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Office of the Chief: The Office of the Chief of the Division supervises, plans, and administers the operations of the Division.

TITLE OF POSITION

Personnel Security Section: The Personnel Security Section is responsible for (1) investigating and evaluating the integrity of personnel on a continuing basis wherever personnel are assigned (2) for final recommendations on the grounds of security to be made to the Director, the Strategic Services Officer or the Chief of Mission, as the case may be, as to the employment by, continuance with or severance from SSU of all personnel (3) for investigating security violations and recommending appropriate disciplinary steps to the Director (4) for devising security systems for installations overseas in cooperation with the heads of such activities, (5) for the maintenance of the Security Service Records Card system (6) for interviewing and indoctrinating in security requirements and matters all new employees, all SSU employees going abroad and returning from abroad, as well as all overseas couriers (7) for determining the qualifications of couriers, including overseas couriers, and the appropriateness of material to be couriered by individuals assigned to SSU (8) for indoctrinating all persons assigned to perform security functions overseas and (a) to provide them with appropriate current security data concerning all SSU employees assigned to their respective overseas theaters, and (b) to set up and maintain necessary two-way security liaison with such overseas security officers (9) for keeping informed of the current assignments of all personnel at all times (10) for assistance in obtaining cryptographic clearances for Message Center personnel (11) for maintaining and expanding where appropriate or expedient, necessary two-way security liaison with Departments, Bureaus and Agencies of the Government, including Government Intelligence Agencies.

Physical Security Section: The Physical Security Section is responsible for (1) enforcement and supervision of all security operations of the SSU headquarters and areas in the continental U.S., including supervision of receptionist and guard forces, protection of property, records, information and operations of SSU (2) issuance of badges, passes and other identification devices to all SSU employees and official visitors.

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OSS Form 1082
(REV. 10 JAN. 1946)

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SUMMARY OF P

NOTE: No funds will be included in the
estimates for payment of overtime.

DATE: 18 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIA	
	1946			1947			1946	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY
Office of the Chief	4		19,315	4		19,315	1	4,300
Personnel Security Sect.	11		32,560	11		33,220		
Physical Security Sect.	26*		55,106	26		56,426		

01. Personal Services

DATE: 16 January 1961

Office of the Chief:

SECRET

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMED SER. PERSONNEL			
	1946			1947			1946		1947		1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK
Chief of Division	1	CAF14	7,125	1	CAF14	7,125					1	7,125	1	7,125				
Deputy Chief	1	CAF13	6,230	1	CAF13	6,230					1	6,230	1	6,230				
Special Assistant							1	4,300	1	4,300	1	4,300	1	4,300				
Asst. Assistant	1	CAF-9	3,640	1	CAF-9	3,640					1	3,640	1	3,640				
Clerk & File Clerk	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320				
TOTAL	4		19,315	4		19,315	1	4,300	1	4,300	5	23,615	5	23,615				

Remarks:

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SUM

NOTE: No funds will be included in the estimates for payment of overtime.

Personnel Security Section:

The investigation of personnel to be employed by SSU are directed by this section and decisions made as to the suitability of the prospective employee for employment. Special investigations are also directed as assigned by the Chief of the Division. All investigative reports are received, classified, analyzed and summarized and files and records of all personnel maintained. Liaison is maintained with all branches of SSU and with other governmental investigative agencies. The section also is responsible for approvals of all SSU inter-branch transfers, approval and indoctrination of all new employees, personnel going overseas and the debriefing of all personnel leaving the agency.

all new employees, personnel going overseas and the debriefing					
Chief of Section					
Assistant Chief				1 CAF-11	4,300
<u>Personal Services:</u> This section is under the direct supervision of the					
secretary, investigators, reviewers, and clerks necessary to					
Investigator(s)	3	CAF-7	8,940	3	CAF-7 8,940
Secretary	1	CAF-5	2,320	1	CAF-5 2,320
Clerk	2	CAF-5	4,640	2	CAF-5 4,640
Clerk-Typist	1	CAF-4	2,100	1	CAF-4 2,100
File Clerk	1	CAF-4	2,100	1	CAF-4 2,100

Remarks:

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SUMMARY OF PERSONNEL REQUIREMENTS

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL			
	1946			1947			1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY
Chief of Section	1	CAF12	5,180	1	CAF12	5,180					1	5,180	1	5,180
Assistant Chief	--	---	----	1	CAF11	4,300					-	----	1	4,300
Investigator(s)	2	CAF-9	7,280	1	CAF-9	3,640					2	7,280	1	3,640
Investigator(s)	3	CAF-7	8,940	3	CAF-7	8,940					3	8,940	3	8,940
Secretary	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320
Clerk	2	CAF-5	4,640	2	CAF-5	4,640					2	4,640	2	4,640
Clerk-Typist	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100
File Clerk	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100
TOTAL	11		32,560	11		33,220					11	32,560	11	33,220

Remarks:

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SUM

III

Funds will be included in the estimates for payment of overtime.

Physical Security Section:

The enforcement and supervision of all security operations of the SSU headquarters and areas in the continental United States is administered by this section. It includes the supervision of receptionist and guard forces, care and protection of all buildings, offices and warehouses and care and protection of property and records of SSU. Badges and passes and other entrance credentials are issued by this section.

	NO.	GRADE	SALARY	NO.	GRADE	SALARY
Section	1	CAP-12	5,180	1	CAP-12	5,180

Personal Services: - The Physical Security Section is under the direction of a Chief, with an Assistant Chief and a Badge Officer. The receptionist unit is headed by a Head Receptionist with an Assistant and a staff of five receptionists. The guard force, furnished by PBA, is staffed by forty-five (45) PBA guards required to fill twenty-eight PBA Guard Posts. Of these forty-five PBA guards, the services of sixteen (16) (required to fill ten PBA Guard Posts) are afforded to SSU by PBA on a reimbursable basis since only fifteen PBA Guard Posts (29 men) are authorized by PBA for the six buildings occupied by SSU in Washington, D.C.

Receptionist	1	CAP-5	2,320	1	CAP-5	2,320
Chief Receptionist	1	CAP-4	2,100	1	CAP-4	2,100
Receptionists	5	CAP-3	9,510	5	CAP-3	9,510
	16		29,376	16		29,376
TOTAL	26		55,106	26		56,426

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* Guards are secured from PBA on a reimbursable

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Authority AND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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SUMMARY OF PERSONNEL REQUIREMENTS

FISCAL YEARS 1946 - 1947

BRANCH: Personnel
DIVISION: Security
SECTION: Physical Security

No funds will be included in the estimates for payment of overtime.

18 January 1946

POSITION OR ORGANIZATION UNIT (NATURAL TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMED SER. PERSONNEL				TEMPORARY PART-TIME	
	1946			1947			1946		1947		1946		1947		1946	1947	1946	1947	NO.	ANNUAL SALARY
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK		
Section	1	CAF12	5,180	1	CAF12	5,180					1	5,180	1	5,180					1	1
Chief	-	----	----	1	CAF11	4,300					-	----	1	4,300					-	1
Assistant	1	CAF-9	3,640	-	----	----					1	3,640	-	----					1	-
Assistant	-	----	----	1	CAF-9	3,640					-	----	1	3,640					-	1
Assistant	1	CAF-7	2,980	-	----	----					1	2,980	-	----					1	-
Receptionist	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320					1	1
Chief Receptionist	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100					1	1
Operator	5	CAF-3	9,510	5	CAF-3	9,510					5	9,510	5	9,510					5	5
	16		29,376	16		29,376					16	29,376	16	29,376					16	16
TOTAL	26		55,106	26		56,426					26	55,106	26	56,426					26	26

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02. Travel

1. Other contractual services:

Travel in connection with special investigations by the Special Assistant. Also travel in connection with setting up and maintaining certain investigative liaison.
For payments to commercial investigators for reports on prospective SSU personnel.
and payments for unusual repairs to safes for which outside help must be obtained. He requires water

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personnel;

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ions, recruit-
of organiza-
tion, effi-
and prepares
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Supplies:

Other contractual services:

Supplier will be required for the manufacture of badges. New personnel must be furnished
badges and in addition to this there is a contract for the manufacture of
For payments to commercial Investigative Concerns for reports on prospective SSU personnel.
payments for unusual repairs to safes for which outside help must be obtained. be required under
a reasonable sum to cover our needs.

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upon the con-

10 for the
these personnel;

portion of
positions, recruit-
ment of organiza-
promotion, effi-
ciency and prepares
activities with

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00. Personal services and contracts:

For special investigative contract.

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Copy III

WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Personnel Division
Statement of Justification
Budget for Fiscal Year ending 30 June 1947

Estimates for the Personnel Division have been determined only after a careful consideration of the presently known needs and anticipated needs, based upon the conversion of the activities from an emergency to a peacetime program.

WAR DEPARTMENT
Strategic Services Unit
Function: The Personnel Division General Order No. 10 for the purpose of recruiting Army, Navy and civilian personnel; placement of these personnel; administration of personnel records.
Personnel Branch - Personnel Division
Statement of Justification

Budget for Fiscal Year Ending 30 June 1947
Activities: The Personnel Division is that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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Exhibit I
(Organizational Chart)

WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Personnel Division
Statement of Justification
Budget for Fiscal Year Ending 30 June 1947

Estimates for the Personnel Division have been determined only after a careful consideration of the presently known needs and anticipated needs, based upon the conversion of the activities from an emergency to a peacetime program.

Function: The Personnel Division was established through General Order No. 10 for the purpose of recruiting Army, Navy and civilian personnel; placement of these personnel; administration of personnel policy; maintenance of necessary records.

Activities: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH
PERSONNEL DIVISION
STRATEGIC SERVICES UNIT
PERSONNEL BRANCH
PERSONNEL DIVISION
OFFICE OF THE CHIEF

Exhibit II
(Organizational Chart)

Directs and coordinates the personnel management functions of the Division

Office of the Chief

CLASSIFICATION AND PERSONNEL UTILIZATION SECTION

Classifies and allocates personnel to the SSM. Evaluates utilization of all SSM personnel through studies and recommendations regarding employee assignment.

PROCUREMENT AND PLACEMENT SECTION

Recruits, selects, and places civilian, naval and military personnel for SSM and foreign operations. Hears and adjusts personal grievances of employees. Administers promotion and efficiency rating programs.

STATISTICS AND RECORDS SECTION

Keeps all necessary information on personnel record cards. Prepares official personnel action slips. Prepares reports for Civil Service Commission and Congressional Committees as required. Maintains status control of all personnel actions. Maintains a Central Mail and File service for the Division.

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STRATEGIC SERVICES UNIT PERSONNEL BRANCH PERSONNEL DIVISION

Exhibit II (Functional Chart)

Office of the Chief

This Office provides the administrative direction of the personnel management functions carried on in the Division.

OFFICE OF THE CHIEF

Directs and coordinates the personnel management functions of the Division

Classification and Personnel

This Section carries out the personnel management functions of the Division. It advises the Chief of Personnel for the Director regarding organizational, classification, and personnel utilization matters. Maintains liaison with the Civil Service Commission and the Department of Defense regarding personnel matters. Maintains position description and related records files.

3

3

3

CLASSIFICATION AND PERSONNEL UTILIZATION SECTION

Classifies and allocates all positions in the SSU.

Conducts organizational studies to determine the best structure to carry out the objectives of the SSU.

Evaluates utilization of all SSU personnel through studies and recommendations regarding employee assignment.

PROCUREMENT AND PLACEMENT SECTION

Recruits, selects, and places civilian, naval and military personnel required by SSU in domestic and foreign operations.

Hears and adjusts personal grievances of employees.

Administers promotion and efficiency rating programs. File facility for the

STATISTICS AND RECORDS SECTION

Posts all necessary information on Retirement Record cards.

Prepares official personnel action sheets.

Prepares reports for Civil Service Commission and Congressional Committees as required.

Maintains status control of all personnel actions.

Maintains a Central Mail and File service for the Division.

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Office of the Chief

PERSONNEL DIVISION

This Office provides the administrative direction of the personnel management functions carried on in the Division.

Budget Estimates for Fiscal Year Ending 30 June 1947

Classification and Personnel Utilization Section

This Section conducts studies and analyses regarding organizational structure and individual positions of the SSU. Advises the Chief of Personnel for the Director regarding organizational, classification, and personnel utilization matters. Maintains liaison with the Civil Service Commission regarding classification of positions in accordance with established laws and regulations. Maintains position description and related records files.

Procurement and Placement Section

16,700

This Section recruits personnel needed to carry on functions of the SSU. Selects personnel for specific positions in accordance with established qualification standards. Negotiates with other Government agencies, private organizations, and individuals regarding the procurement of qualified personnel. Advises operating officials and coordinates the preparation and review of efficiency reports. Hears and advises individual employees on personal matters, such as working conditions, housing, welfare, personal finances, and recreation, recommending adjustment where possible.

Statistics and Records Section

\$114,864

\$15,000

\$129,864

This Section prepares, certifies and maintains personnel records and documents required in transacting all types of personnel actions affecting civilian employees. Maintains a positive control over the status and flow of actions throughout the Division. Compiles periodic and special statistical reports of personnel for the Director and Government agencies. Provides a central mail and file facility for the Division.

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NOTE: No funds will be included in the estimates for current activities.

PERSONNEL DIVISION

22 February 1946

Budget Estimates for Fiscal Year Ending 30 June 1947

	<u>Vouchered Funds</u>	<u>Unvouchered Funds</u>	<u>Total</u>
01. Personal Services	\$ 95,344		
02. Travel	16,700		
06. Printing and Binding	600		
08. Supplies	600		
09. Equipment	1,000		
00. Special Funds		15,000	
	<hr/>	<hr/>	
	\$114,244	\$15,000	\$129,244

Remarks: (A) For April 1946, the Personnel Division will function on a temporary basis with the Personnel and Finance Divisions. (B) For Fiscal year 1947, the Division will continue to

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YEARS 19
F PERSONNEL
BR PERSONNEL
DI COMPANY
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DATE: 23 January 1946

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1947	
NO.	RANK

(2) For Fiscal year 1967, the Employees' Services Section is eliminated and the

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NOTE: No funds will be included in the estimates for payment of overtime.

PERSONNEL DIVISION

DATE: 29 January 1946

Classification & Personnel Utilization Section

OR

CIVIL SERVICE PERSONNEL

ORGANIZATION

Responsible for planning, developing and carrying out a classification program under the provisions of established legislation and the needs of the SSU. Responsible for maintenance of classification records and charts. Conducts organization planning, and personnel utilization surveys and studies.

Personal Services:

This Section is under the direction of a Chief, assisted by a staff of analysts and clerks, including an Army Officer, a Navy Officer and one enlisted man.

TOTAL

CHIEF

STAFF

Remarks:

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SUMMARY OF PERSONNEL REQUIREMENTS

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 25 January 1946

FISCAL YEARS 19
BRANCH: PERSONNEL
DIVISION: PERSONNEL
SECTION: CLASSIFICATION

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMED SER. PERSONNEL			
	1946			1947			1946		1947		1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK
Chief	1	CAF-12	\$ 5100	1	CAF-12	\$ 5100					1	\$ 5100	1	\$ 5100				
Senior Analyst	2	CAF-11	8000	2	CAF-11	8000					2	8000	2	8000	1	Capt	1	Capt
Analyst	2	CAF-9	7200	2	CAF-9	7200					2	7200	2	7200	1	Lt. Col	1	Lt. Col
Junior Analyst	0	-	-	2	CAF-7	5900					0	-	2	5900				
Clerk-Trainee	0	-	-	1	CAF-5	3300					0	-	1	3300				
Clerk-Stenographer	1	CAF-4	2100	1	CAF-4	2100					1	2100	1	2100	1	S/Sgt	1	S/Sgt
TOTAL	6		\$23100	9		\$31400					6	\$23100	9	\$31400	3		3	

Remarks:

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NOTE: No funds will be available for payment of estimates for payment of personnel.

PERSONNEL DIVISION

DATE: 24 January 1944

Procurement & Placement Section

ORGANIZATION Responsible for planning, organizing, and directing the interviewing, selection, certification, and placement of qualified personnel. Administers efficiency rating and promotion programs. Maintains liaison with the War Department, Navy Department, Civil Service Commission on personnel matters. Makes trips to the field to procure personnel.

Personal Services:

This Section is under the direction of a Chief with an Assistant, placement technicians, a clerk-stenographer, two officers and one enlisted man.

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PERSONNEL DIVISION

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PERSONNEL DIVISION

.02. Travel:

\$16,700

The estimates for travel are predicated on necessary travel to procure personnel of special qualifications; to maintain liaison between the overseas missions and the Washington office.

Printing and Binding

Domestic

Foreign

1. 12 trips to East Coast points and return	\$ 600		
2. 8 trips to Midwest point and return	1,200		
3. 6 trips to West Coast points and return	2,700		
4. 10 trips to New York and return	400		
5. 2 trips to European points* and return		\$5,800	
6. 2 trips to Far East and return		6,000	Total
	<u>\$4,900</u>	<u>\$11,800</u>	<u>\$16,700</u>

*Each trip to include all European installations.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.06 Printing and Binding \$600

This includes the printing of multiple form personnel action sheets, retirement cards, standard forms, etc.

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Authority: E.O. 12958

BUDGET ESTIMATES - PERSONNEL BRANCH
ENDING 30 JUNE 1947

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.08 Supplies

\$600

This includes non-standard supplies needed for mechanical records equipment such as specially designed Kardex Cards.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.09 Equipment \$1,000

This is for mechanical filing equipment needed to implement present equipment for the purpose of providing control of personnel actions and positions.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.00 Special Funds

\$15,000

This provides for expenses incurred by Candidates, for specialized positions, being interviewed by officials of the Personnel Division in Washington. This estimate is based on 200 Candidates at an average cost of \$75 per Candidate.

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WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Headquarters and Headquarters Detachment
Statement of Justification
Budget for Fiscal Year Ending 30 June 1947

Function: The Headquarters and Headquarters Detachment functions within the Personnel Branch to conform with the provisions of General Order No. 10, dated 10 December 1943. The purpose of this Detachment is to carry out all administrative activities affecting commissioned and enlisted personnel of the Army who are attached to the SSU.

WAR DEPARTMENT
Strategic Services Unit

Activities: Maintains Army Service records and records of assignments within SSU. Prepares and issues orders for the reassignment, transfer, Statement of Justification of such personnel. Provides assistance and advice on personnel matters.

Budget For Fiscal Year Ending 30 June 1947

Coordination: It is the responsibility of this Detachment to carry out all War Department directives and regulations affecting military personnel. Maintains constant liaison with Headquarters, Military District of Washington, and with the Office of the Adjutant General.

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NOTE: No funds will be included in the estimates for payment of overage.

WAR DEPARTMENT

Strategic Services Unit

Personnel Branch - Headquarters and Headquarters Detachment

Statement of Justification

DATE: 23 January 1946

Budget for Fiscal Year Ending 30 June 1947

TITLE OF POSITION

CIVIL SERVICE PERSONNEL

Function: The Headquarters and Headquarters Detachment functions within the Personnel Branch in accordance with the provisions of General Order No. 10, dated 10 December 1945. The purpose of this Detachment is to carry out all administrative activities affecting Commissioned and enlisted personnel of the Army who are attached to the SSU.

Activities: Maintains Army Service records and records of assignments within SSU. Prepares and audits Military Personnel Payrolls and Expense Accounts. Issues orders for the reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personal matters.

Coordination: It is the responsibility of this Detachment to carry out all War Department directives and regulations affecting military personnel. Maintains constant liaison with Headquarters, Military District of Washington, and with the Office of the Adjutant General.

TOTAL

Remarks:

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STAFF FORCES UNIT
PERSONNEL BRANCH - NAVAL COMMAND
STATEMENT OF JUSTIFICATION

BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

BUDGET ESTIMATES

PERSONNEL BRANCH

Function: This Command was established under the Personnel Branch by General Order No. 10, dated 10 December 1945, for NAVAL COMMAND of carrying out all administrative activities affecting commissioned and enlisted personnel of the Navy Department who are attached to the SSU.

FISCAL YEAR 1947

Activities: Maintains Navy Service Records and records of assignments within SSU. Prepares requests to the Bureau of Personnel, Navy Department, for the issuance of orders for reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personnel matters.

Coordination: It is the responsibility of this Command to carry out all Navy Department regulations and directives affecting naval personnel. Maintains close liaison with the Navy Department on matters of personnel and other naval matters as may be requested by the Director.

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Authority NND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

SUMMARY OF PERSONNEL REQUIREMENTS

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FISCAL YEARS 1946 - 1947

(53683)

BRANCH: PERSONNEL
DIVISION: NAVAL COMMAND
SECTION: _____

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 23 JANUARY 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL		ARMED SER. PERSONNEL				TOTAL FULL- TIME CIV. & SER. PERS.		TEMPORARY PART-TIME		W A E	W O C		
	1946			1947			1946		1947		1946		1947		1946		1947		'46 '47		NO.	ANNUAL SALARY	NO.	NO.
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK	NO.	NO.						
COMMANDING OFFICER														1	COMDR	1	COMDR							
PERSONNEL OFFICER														2	LTS	2	LTS							
Asst PERSONNEL OFFICER														1	LT(JG)	1	LT*							
NAVAL LIAISON OFFICER														1	LT(JG)	1	LT							
SENIOR TC COMMANDING OFFICER														1	CY	1	CY							
SENIOR TC ENLISTED DIVISION														2	CY	1	CY							
SENIOR LIAISON DIVISION														2	YIC	1	YIC							
SENIOR DEBILITIZATION OFFICERS														1	YIC	1	YIC							
SENIOR OFFICERS SECTION														1	YIC	1	YIC							
" " "														1	YIC	1	YIC							
MACHINE CLERK														1	Y2C	0	-							
TOTAL														14		11								

Not added by Opelle to bring it up to WDHBS figure

SECRET

Signed / Daniel R. Russell Jr.
SIGNATURE

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

OFFICE OF THE
WAR DEPARTMENT

STRATEGIC SERVICES UNIT

P E R S O N N E L B R A N C H

BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

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Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Office of Chief

Security Division

Personnel Division

Headquarters and
Headquarters
Detachment

Naval Command

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)

OFFICE OF CHIEF

Plans, coordinates and directs all personnel management and security functions for the SSU.

SECURITY DIVISION

Investigates and concludes the integrity of all personnel.

Provides security facilities for all SSU domestic installations, equipment and records.

PERSONNEL DIVISION

Recruits and places all SSU personnel.

Classifies all SSU positions.

Conducts organization and personnel utilization surveys and studies.

Administers efficiency rating and promotion programs.

Maintains personnel records.

HEADQUARTERS AND
HEADQUARTERS
DETACHMENT

Provides such administrative services for the military personnel of SSU as keeping necessary records, issuing orders and preparing pay roll data.

Maintains liaison with War Department on matters affecting military personnel.

NAVAL COMMAND

Provides such administrative services for the naval personnel of SSU as keeping records of assignments and similar data.

Maintains liaison with the Navy Department on matters affecting naval personnel.

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STRATEGIC SERVICES UNIT PERSONNEL BRANCH

(4) Headquarters and Headquarters Detachment: In accordance with instructions, the Personnel Branch consists of (1) an Office of the Chief, (2) a Security Division, (3) a Personnel Division, (4) a Headquarters and Headquarters Detachment and (5) a Naval Command.

This Branch is responsible for all personnel management activities affecting civilian, military and Naval personnel of the SSU; the physical security of all SSU installations within the United States, and for maintaining personnel security on a continuing basis throughout the world.

(1) Office of the Chief: Subject to the policies fixed by the Director, this office develops plans for, coordinates, and directs all personnel management and security functions, including the procurement and assignment of civilian, military and Naval personnel, the classification of positions, and the maintenance of necessary records.

(2) Security Division: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

(3) Personnel Division: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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- 2 -

(4) Headquarters and Headquarters Detachment: In accordance with established regulations and subject to the policies formulated by the Chief, this Detachment is responsible for all administrative activities affecting commissioned and enlisted personnel of the Army including liaison with the War Department regarding such activities, and the maintenance of records for all Army personnel assigned to the SSU.

(5) Naval Command: Subject to established regulations and in accordance with the policies formulated by the Chief, this command is responsible for all administrative activities affecting commissioned and enlisted personnel of the Navy and the Marine Corps including liaison with the Navy Department regarding such activities and the maintenance of records for all Navy personnel assigned to the SSU.

.01	Personal Services	\$231,300	\$ 1,300	
.02	Travel	37,300	-	
.06	Printing and Binding	600	-	
.07	Other Contractual Services	16,000	-	
.08	Supplies	1,100	-	
.09	Equipment	1,000	-	
.00	Special Funds	-	33,000	
		\$277,100	\$ 37,300	\$314,400

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STRATEGIC SERVICES UNIT

PERSONNEL BRANCH

SUMMARY

Budget Estimates for Fiscal Year Ending 30 June 1947

	<u>Vouchered Funds</u>	<u>Special Funds</u>	<u>Total</u>
.01 Personal Services	\$231,380	\$ 4,300	
.02 Travel	27,350	-	
.06 Printing and Binding	600	-	
.07 Other Contractual Services	16,000	-	
.08 Supplies	1,100	-	
.09 Equipment	1,000	-	
.00 Special Funds	-	33,000	
	<u>\$277,430</u>	<u>\$ 37,300</u>	<u>\$314,730</u>

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SAMPLE
APPENDIX I

BUDGET ESTIMATES

XYZ BRANCH

FISCAL YEAR 1946

OFFICE OF STRATEGIC SERVICES
X-Y-Z BRANCH
STATEMENT OF JUSTIFICATION
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1946

Estimates for the X-Y-Z Branch have been determined only after a careful consideration of the presently known needs.

Function: The X-Y-Z Branch was established through Special Order No. 5, dated 11 August 1942, pursuant to Military Order of the Commander-in-Chief, dated 13 June 1942. It was created for the purpose of aiding the Director in formulating programs and policies relating to the direction of traffic, and in determining the effectiveness with which such programs and policies are being carried out.

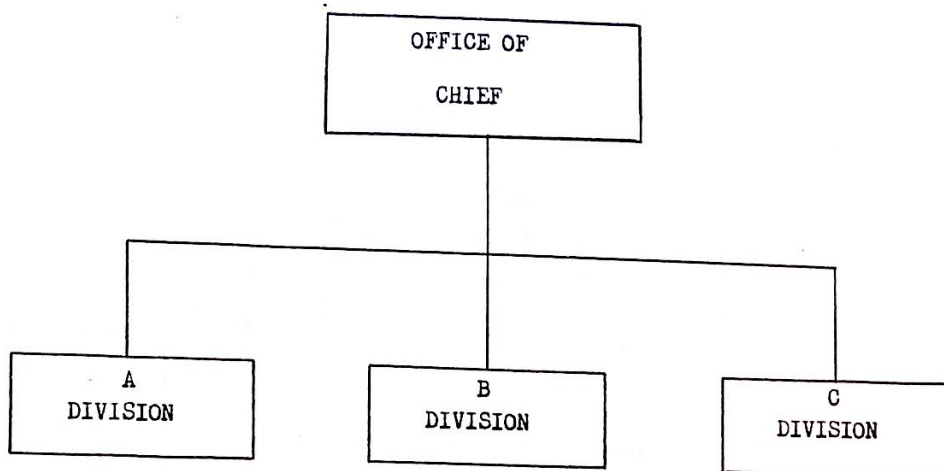
Activities: Assembles and coordinates all factual data relating to traffic and recommends application of these facts as they may involve other government agencies, the armed forces, the Association of American Railroads, and the carriers themselves; and directs the movement of traffic whenever necessary to prevent congestion or delay or to speed up handling. (Such practices are now being carried out in the case of the movement of petroleum traffic). The Branch is charged with the responsibility of administering General Orders 1 and 13 calling for the greater utilization of equipment in the handling of merchandise and carload traffic. It studies with and carries out instructions and recommendations of the War Production Board regarding transportation priorities and preferences and helps administer from a distribution standpoint any and all production controls sanctioned by the War Production Board or the War Food Administration and concurred in by the X-Y-Z Branch.

Coordination: It is necessary to cooperate with the various agencies of the government, namely: Army, Navy, Marine Corps, War Shipping Administration, Russian Lend-Lease, British Lend-Lease, etc., in order to know the potentialities of their respective activities as related to transportation so that their combined aggregate of rail and ship traffic may be regulated in movement and at the ports of exit and entry. In addition to specific problems mutually handled and disposed of, these other agencies keep the X-Y-Z Branch currently informed of daily transport conditions as developed from channel reports received from the railroads, traffic estimates based upon present and prospective domestic and military requirements, warehousing and storage problems, waterway movements, motor carrier activities, local transport problems involving use of rail facilities and other matters mutually related and of common concern.

EXHIBIT I
(Organizational Chart)

OFFICE OF STRATEGIC SERVICES

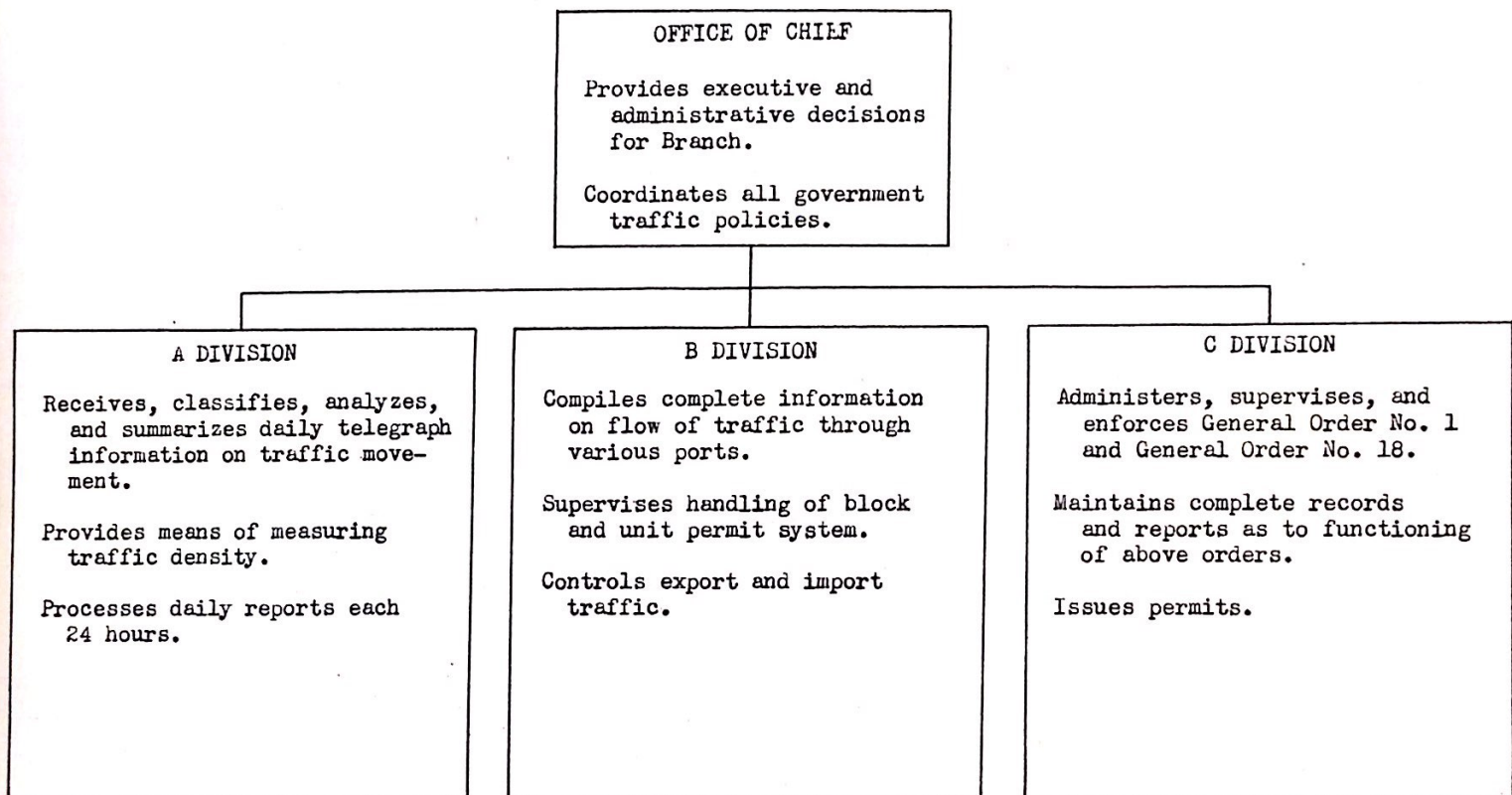
X - Y - Z BRANCH



OFFICE OF STRATEGIC SERVICES

X - Y - Z BRANCH

EXHIBIT II
(Functional Chart)



Office of the Chief: This office provides the executive and administrative head for the Branch which is composed of several separate divisions, and acts as the point of coordination between the Branch and other government agencies as well as other branches of the agency. Under the chief there is operated a Government Traffic Policy Committee established for the purpose of coordinating all government traffic policies along lines that are most efficient and practical with respect to war time transportation. The chief and the assistant chief maintain close relations with shippers, carriers, government agencies, and other branches in the organization, handling through them advice and information, and policies and controls established in discharging the functions of the branch.

A Division: This division receives, classifies, analyzes, and summarizes daily telegraph information from the leading rail carriers throughout the country, showing traffic movement and car and train counts at various yards, junctions, gateways and divisions. Through properly classified reports this division provides a means of measuring traffic density throughout the country and, based on its operation throughout the past year, has made available important data in many cases to the organization and to other agencies, such as the War and Navy Departments, War Shipping Administration, and the Foreign Economic Administration.

B Division: This division compiles complete information daily concerning the flow of traffic through the various ports for export. Under its jurisdiction is the handling of the block and unit permit system covering movement of freight to the ports, the policing of car activity at the ports, and the handling of the integration between inland and ocean shipping. Through records which it maintains and compiles it advises the carriers, local port representatives, shipping agencies, Foreign Economic Administration, War Shipping Administration, and other interested agencies concerning the flow of export traffic. The records maintained by this division provide a primary source of commodity, status, and other export and import traffic information for all government agencies, and for that reason are being successful in causing duplicate reports, heretofore prepared in behalf of many individual agencies, to be discontinued.

C Division: This division's duties are to administer, supervise, and enforce General Order No. 1 calling for 10-ton loading of merchandise cars, and General Order No. 18 calling for maximum loading of carload shipments. It maintains complete records and reports as to the functioning of these orders, issuing permits in bona fide cases where compliance cannot be accomplished. Its services are vital to the flexible and successful operation of these orders and in providing a direct contact with the carriers and shippers with the agency as its activities involve these two important regulations.

Exhibit III
(Flow of Material)

OFFICE OF STRATEGIC SERVICES

X - Y - Z BRANCH

SOURCES

DIRECT LIAISON

